

AGREEMENT BETWEEN
THE MOUNT HOLLY TOWNSHIP BOARD OF EDUCATION

and

THE MOUNT HOLLY TOWNSHIP SCHOOLS SECRETARIAL/CLERICAL ASSOCIATION

for

1986 - 1987

and

1987 - 1988

and

1988 - 1989

JUNE 1986

July 1, 1986 - June 30, 1989

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PREAMBLE

This Agreement is effective the 1st day of July, 1986 between the Board of Education of the Township of Mount Holly, Burlington County, New Jersey, hereinafter called the "Board" and the Mount Holly Township Schools Secretarial/Clerical Association, hereinafter called the "Association".

ARTICLE I
RECOGNITION OF UNIT

A. The Board hereby recognizes the Association as the exclusive representative for collective negotiations concerning terms and conditions of employment of all secretarial/clerical personnel employed by the Board excluding:

- a. Executive Secretary to the Superintendent
- b. Assistant Executive Secretary to the Superintendent
- c. Secretary to the Board Secretary and School Business Administrator.
- d. Bookkeeper to Board Secretary and School Business Administrator
- e. Substitutes

B. Definition of Employee - Unless otherwise indicated, the term "employee", when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as above defined.

ARTICLE II

NEGOTIATION OF SUCCESSOR AGREEMENT

A. The parties agree to enter into collective negotiations over a successor Agreement in accordance with Chapter 123, Public Laws 1974, in a good-faith effort to reach agreement on all matters concerning the terms and conditions of employment. Such negotiations shall begin not later than October 1st of the calendar year preceding the calendar year in which this Agreement expires. Any Agreement so negotiated shall apply to all employees, be reduced to writing, be signed by the Board and the Association, and be adopted by the Board.

B. This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

C. This Agreement represents and incorporates the complete and final understanding and settlement by the parties of all bargainable issues which were or could have been the subject of negotiations. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter, whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

D. The Board agrees to make available to the Association, in response to reasonable requests, all public information which it has and is required by law to make available.

E. The Board agrees to follow the mandate of Chapter 123, Public Laws 1974, concerning changes in terms and conditions of employment.

ARTICLE III

ASSOCIATION PRIVILEGES

A. The Association and/or its representative with prior notification and approval of the building principal may use school facilities for meetings after school hours provided that this shall not interfere with, nor interrupt, normal school operations.

B. The Association may use the inter-school mail facilities and school mailboxes, provided that this shall not interfere with, nor interrupt normal school operation.

C. The Association, with notification to the Building Principal, may use school equipment when said equipment is not otherwise in use, provided that this will not interfere with, nor interrupt, normal school operations. The Association will pay for the cost of all materials and supplies incident to such use.

ARTICLE IV
GRIEVANCE PROCEDURE

A. Definition

1. A "grievance" is a claim based upon a breach, misinterpretation or improper application of the terms of this Agreement; or a claimed violation, misinterpretation or improper application of policies or administrative decisions affecting terms and conditions of employment.

2. The term "grievance" and the procedures relative thereto shall not be deemed applicable to matters involving a non renewal of an employee's contract or when an employee's services are terminated; nor shall it apply to transfers of employees within the District.

3. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the grievance to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

4. A grievance may be filed by an individual employee, a group of employees, or by the Association either in its own name or as the representative of the group or class whose individual signatures shall not be necessary.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to a "grievance" which may arise. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

2. Nothing herein contained shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with the appropriate member of the Administration, and having the

grievance adjusted without the intervention of the Association, providing the adjustment is not inconsistent with the terms of this Agreement.

C. Procedure

1. The "aggrieved employee" or representative shall institute action hereof within fifteen (15) working days of the occurrence complained of. Failure to act within said fifteen (15) working days shall be deemed to constitute an abandonment of the grievance.

2. Level I - An employee with a grievance shall, within fifteen (15) working days, discuss the grievance with her administrator with the object of resolving the matter informally.

3. Level II - If as a result of the discussion at Level I, the matter is not resolved to the satisfaction of the grievant, she may within seven (7) working days of the discussion, set forth the grievance in writing to the administrator, specifying:

- a. The nature of the grievance;
- b. The nature and extent of the injury, loss, or inconvenience;
- c. The results of the previous discussions;
- d. Her dissatisfaction with the decision previously rendered;
- e. The Agreement provision or Board policy alleged to have been violated.

The Administrator shall communicate his decision to the grievant within seven (7) working days of the receipt of the written grievance.

4. Level III - If the aggrieved person is not satisfied with the disposition of her grievance at Level II, she may within seven (7) working days refer it in writing to the Superintendent of Schools. The Superintendent shall attempt to resolve the matter as quickly as possible but shall communicate his decision in writing within a period not to exceed ten (10) working days.

5. Level IV - If the aggrieved person is not satisfied with the disposition of her grievance at Level III, or the Superintendent fails to

act in accordance with Paragraph 4 above, she shall, within seven (7) working days submit it to the Board of Education in writing. The Board or its designated Committee shall review the grievance, holding a hearing with the aggrieved person if requested, and render a decision in writing within fifteen (15) working days.

6. Level V -

a. If the aggrieved person is not satisfied with the disposition at Level IV, or if no decision has been rendered by the Board within fifteen (15) working days after the grievance was delivered to the Board, she shall request in writing within fifteen (15) working days that the Association submit the grievance to arbitration; a copy of such request shall be forwarded to the Superintendent. If the Executive Committee of the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within fifteen (15) working days after the receipt of the request by the aggrieved person. Failure to act within the prescribed time period shall constitute an abandonment of the grievance. The affected employee must abide by the majority decision of the Executive Committee of the Association and may not personally take the Board to arbitration following a rejection of her grievance by the Executive Committee of the Association.

b. Within ten (10) working days after such written notice of submission to arbitration, the Board and the grievant or her designee shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association in the selection of an arbitrator.

c. The arbitrator so selected shall confer with the Representative of the Board and Executive Committee and hold hearings promptly and shall issue his decision not later than thirty (30) days from the date of the

close of the hearing or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact, reasoning and conclusions on the issues submitted. The Arbitrator shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association and shall be advisory only on both parties. The cost for the service of the arbitrator, including per diem expenses, if any, and actual necessary travel subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring same.

D. Miscellaneous

1. All meetings or hearings under this procedure shall be conducted in private and shall include only such parties heretofore referred to in Article A.

2. Any employee who may have a grievance pending shall not have the right to refuse an administrative directive or a Board policy on the grounds that she has instituted a grievance. Employee must continue under the direction of the Administration regardless of the pending of any grievance until such grievance is properly determined.

3. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents, shall be prepared jointly by the Superintendent and the Association, and given appropriate distribution so as to facilitate operation of the grievance procedure.

4. Any aggrieved person may be represented at all stages of the grievance procedure by herself, or at her option by a representative of the Association.

5. If a grievance affects two or more employees, the Association shall commence such grievance at Level III and must comply with the provisions set forth in Paragraphs C-1 and C-3, as well as all other applicable provisions of this Article.

6. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

ARTICLE V

EMPLOYEE RIGHTS

A. Whenever an employee is required to appear before an Administrator, Superintendent, Board, or any agent thereof in a manner which could adversely affect the continuation of her employment, the employee shall be given written notice for the reasons for said meeting two (2) weeks prior to said meeting, and the employee shall be entitled to have a representative of her choice present.

B. Employees shall be notified of their contract renewal and salary status for the forthcoming year not later than April 30.

C. Pursuant to Chapter 123, Public Laws 1974, and any amendments thereto, the Board hereby agrees that every employee of the Board shall have the right freely to organize, join and support the Association and its affiliates for the purpose of engaging in collective negotiations and other concerted activities for mutual aid and protection. As a duly selected body exercising governmental power under the law of the State of New Jersey, the Board undertakes and agrees that it shall not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by Chapter 123, Public Laws of 1974 and any amendments thereto, or other laws of New Jersey or the Constitution of New Jersey and the United States; that it shall not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of her membership in the Association and its affiliates, her participation in any activities of the Association and its affiliates, collective negotiations with the Board, or her institution of any grievance, complaint or proceedings under this Agreement or otherwise with respect to any terms or conditions of employment.

D. Nothing contained herein shall be construed to deny or restrict to any employee such rights as she may have under New Jersey School Laws or other applicable laws and regulations.

E. Any employee who does not receive a new contract or whose services are terminated or suspended or who is disciplined or reprimanded or who is reduced in rank or compensation shall within five (5) working days request in writing directed to the Superintendent a statement of reasons for the above mentioned. Said statement of reasons shall be given to the employee within seven (7) working days after the receipt of request. In addition the employee shall be granted a hearing before the Board of Education if the employee requests the same. Said request for a hearing shall be in writing and made within five (5) working days of the receipt of the statement of reasons. The board shall hold its hearing at its regular scheduled board meeting unless the next regular scheduled board meeting is less than ten (10) working days from the date the request for the hearing is received. In that event the hearing shall be continued until the following next regular scheduled board meeting. The employee must be present at the hearing and shall have at her option the right to have a representative present. The Board of Education shall issue a written determination within seven (7) working days after the completion of the hearing to the employee. The above time limits set forth in this document may be altered by mutual consent of the parties.

ARTICLE VI

WORK SCHEDULE

A. Working hours shall be from 8:00 a.m. to 4:00 p.m. including an hour for lunch. Summer hours, starting the day after the last day for the teachers until the Friday before Labor Day shall be from 8:00 a.m. to 3:00 p.m. including an hour for lunch.

B. Secretaries

1. On days when school is closed due to inclemency, secretarial personnel are expected to be on the job, unless conditions of transportation are so hazardous as to cause unreasonable risks to be taken by such personnel to come to work. Administrators and secretaries may be allowed the latitude to determine such conditions and the need for each secretary's services as each occasion arises.

2. In all cases during the hours school is in session, office telephones are to be covered for purposes of emergency contact, etc. It is the responsibility of each person in charge of that office to provide the necessary means for such telephone coverage.

C. Employees in the unit shall be entitled to one uninterrupted rest period of fifteen (15) minutes during the morning and one uninterrupted rest period of fifteen (15) minutes during the afternoon except in cases of emergency.

D. Compensatory time shall be provided for all work in excess of 35 regular work hours as defined above. The compensatory rate shall be hour for hour up to forty (40) hours per week and one and one half hours of compensatory time for work in excess of forty (40) hours per week.

ARTICLE VII

HOLIDAYS AND LEAVES OF ABSENCE

A. Holiday Schedule

1986 - 1987 & 1987 - 1988 & 1988 - 1989

July.....	Independence Day
September.....	Labor Day
October.....	Columbus Day
November.....	Veterans' Day
November.....	Thanksgiving Day
December.....	Christmas Day
January.....	New Years Day
February.....	Presidents Day
May.....	Memorial Day

Holiday Schedule for 1986-1987 and 1987-1988 and 1988-1989 shall be in accordance with the calendar as adopted by the Board.

B. Non-Working Days

Non-working days are defined as those days during the school year on which the students and teachers are not scheduled to attend as per the adopted school calendar.

<u>Non-Working Days*</u>	<u>1986 - 1987</u>	<u>1987 - 1988</u>	<u>1988 -1989</u>
NJEA convention Days (per past practice)	November T & F	November T & F	November T & F
Day after Thanksgiving	November 28 F	November 27 F	November 25 F
Christmas Recess	December 24 W	December 24 T	December 26 M
" "	" 25 T	" 25 F	" 27 T
" "	" 26 F	" 28 M	" 28 W
" "	" 29 M	" 29 T	" 29 T
" "	" 30 T	" 30 W	" 30 F
" "	" 31 W	" 31 T	January 2 M
" "	January 1 T	January 1 F	-----
" "	" 2 F	-----	-----
Martin Luther King Day	" 19 M	January 18 M	January 16 M
Presidents Day	February 16 M	February 15 M	February 20 M
Good Friday	April 17 F	April 1 F	March 24 F
Easter Recess	" 20 M	" 4 M	" 27 M
" "	" 21 T	" 5 T	" 28 T
" "	" 22 W	" 6 W	" 29 W
" "	" 23 T	" 7 T	" 30 T
" "	" 24 F	" 8 F	" 31 F

*Secretaries shall have the day off if school is not in session. If, however, school is in session on any day listed above, the secretary shall be required to work and shall not receive any additional compensation; it being understood that this day is not considered to be a holiday under the terms of this contract.

C. Sick Leave

All secretarial/clerical personnel shall be entitled to twelve (12) sick days per year. Unused sick leave days shall be accumulated from year to year.

All secretarial/clerical personnel shall receive an additional five (5) bonus days for each fifty (50) days of accumulated sick leave. Once the additional five (5) days have been accrued, no further accrual shall be credited to any such leave until such time as the accrued sick days at the end of any school year shall reach the next plateau, i.e., 100, 150, 200, 250, 300. Bonus days shall not be used in the accrual process. It is expressly understood that only a maximum of 15 days shall be accumulative in any one given year.

Payment for Unused Sick Leave

1. Upon retirement from the district, a secretary/clerk who has been employed for at least 15 years in the district shall be eligible for payment for unused sick leave accumulated in the district.
2. To be eligible for payment, a secretary/clerk must notify the Board in writing of his intention to retire on or before January 1 of the school year in which retirement is to occur.
3. A secretary/clerk shall be paid \$15.00 per accumulated unused sick day
4. The maximum allocation in each fiscal year shall be up to \$7,500. In the event the total allocation is not needed in any given year, the Board will be required to allocate only the amount actually due and payable.
5. Payments to retirees shall be made on June 30th of the last year of employment.
6. Priority of payments to eligible retirees:
 - a. A retiring secretary/clerk who provides the earliest written notice to the Board during the year of retirement shall be given priority for payment. Further priority position shall be established in accordance with the date of notification.
 - b. Should the number of retirements in any given year result in exceeding the allocated amount (\$7,500) and in the event of equal time of notice; secretarial/clerical seniority within the District will determine priority in the year of retirement for payment due.
 - c. Should the allocated amount (\$7,500) be depleted in any given year, those eligible employees who have not been paid shall be given priority status in all subsequent years until fully paid.

D. Personal Leave

Personal leave for four (4) days per year are provided for bonafide business of a personal nature which requires absence during school hours. Unused personal leave days will become cumulative as sick leave days at the end of the school year; one day for each two days not taken. One (1) day for two or three unused days, two (2) days for four unused days only. No half days are applicable in any way.

Request for this leave shall be made three days in advance by submitting the notification for Personal Day Leave to the appropriate authority. In case of emergency, the three (3) days required advance notice may be waived.

E. Death In The Immediate Family

In the event of a death in the immediate family, all employees shall be granted five (5) working days leave with pay. Immediate family shall include the death of mother, father, wife, husband, child, brother, sister, grandparents, grandchildren, and mother and father-in-law, son and daughter-in-law, brother and sister-in-law. In the death of a relative outside immediate family, the employee shall be granted one (1) day leave with pay.

F. Maternity Leave

The Board agrees that it shall comply with applicable Federal and State Laws with respect to the Maternity Leave as interpreted by the Courts.

G. Jury Duty

When an employee is required to appear for jury duty, full pay should be made to such employee, less the remuneration received for her Court appearance.

H. Marriage and Honeymoon

Up to five (5) days for the purpose of marriage.

I. Notice of Accumulated Sick Leave

Employee shall be given a written accounting of accumulated sick leave days no later than September 30 of each year.

J. Other leaves of absence without pay may be granted at the discretion of the Board of Education, through the Superintendent.

ARTICLE VIII

VACATIONS

Vacation Schedule

Note: No vacations are to be scheduled for the week preceding opening of school. (August/September)

A secretary after three full years of continuous employment in the Mount Holly School District, as of July 1, may request special consideration as follows:

A secretary may elect to work any five (5) of the non-working days, which are listed in Article VII above, with compensatory time being credited to the vacation time. The request must be cleared through the administrator and meet with his approval.

One (1) week vacation after six (6) months, but less than one (1) year continuous service as of July 1.

Two (2) weeks vacation after one (1) year, but less than eight (8) years of continuous services as of July 1.

Three (3) weeks vacation after eight (8) years of continuous services as of July 1.

One (1) additional day for each year after eight (8) years of continuous service as of July 1. (Not to exceed four (4) weeks vacation time.)

All ten (10) month secretaries shall receive eight (8) days paid vacation.

ARTICLE IX

INSURANCE PROTECTION

The Board shall pay the full cost of full family hospitalization and Medical Surgical Coverage, including the so-called Rider "J" endorsements, as written by the Hospitalization Plan of New Jersey, and the Major Medical Insurance as provided under the State Health Benefits Program for all full-time secretarial/clerical personnel. Any full-time employee who may in the future subscribe to a Health Maintenance Organization Plan, in accordance with the State and/or Federal Law, in lieu of the above plan, may do so; however, the Board of Education shall pay only the premium in the dollar amount of the plan previously subscribed to.

For the school years 1986-87, 1987-88 and 1988-89 the Board of Education shall provide a \$1.00 deductible full-family prescription plan.

This insurance coverage shall be contingent upon proper and timely enrollment in the program by the employee and shall commence on the date of eligibility.

Effective July 1, 1986, the Board shall pay a maximum of \$1733.00 per year toward the cost of a dental plan covering the secretarial/clerical employees and their families.

ARTICLE X

DEDUCTIONS FROM SALARY

The Board agrees to deduct from the salaries of its employees, dues for the Mount Holly Secretarial/Clerical Association, the New Jersey Education Association or any one or any combination of such Associations as said employees individually and voluntarily authorize the Board to deduct. Such deductions shall be made in compliance with Chapter 233 New Jersey Public Laws of 1969 (NJSA 52:14-15.9) and under rules established by the State Department of Education. Said monies together with current records of any corrections shall be transmitted to such person as may from time to time be designated by the Mount Holly Secretarial/Clerical Association. The person designated shall disburse such monies to the appropriate Association or Associations.

ARTICLE XI

VOLUNTARY AND INVOLUNTARY TRANSFERS

A. Upon notification that a vacancy has occurred in any unit position, or a new position is established, the Administration shall, within a reasonable time thereafter, provide notice of the vacancy on the bulletin board in the central office and in each school.

B. Employees who desire to transfer to another building may file a written statement of such desire with the Administration, including the position and location to which transfer is desired.

C. Notice of a reassignment or transfer shall be given to employees as soon as practicable, and except in cases of emergency not later than May 30.

D. No vacancy shall be filled by means of an involuntary transfer or reassignment if the Administration determines there is a suitable volunteer available who desires to fill said position. The final decision shall be within the sole prerogative of the Board of Education.

E. When an involuntary transfer or reassignment is necessary an employee's area of competence and length of service in the District shall be considered, however, the final decision shall be within the sole prerogative of the Board of Education.

F. An involuntary transfer shall be made only after a notice is given to the employee. In the event that the employee objects to the assignment, said employee shall nevertheless perform the new assignment. The employee, however, may request and shall be granted a meeting with the Superintendent for the purpose of discussing the transfer assignment. The employee may, at her option, have a representative of the Association present. If the employee so desires, she may request and shall be granted a meeting with the Personnel Committee of the Board of Education at which time the employee may have a representative of the Association present.

ARTICLE XII

PROMOTIONS

When a position becomes vacant which pays a higher rate and which encompasses a higher level of responsibility, to which a promotion could be made, notice of said vacancy shall be given to the Association and shall be posted on the bulletin board of the central office of each school. Said notice shall be posted at a reasonable time in advance of contemplated action so as to give prospective applicants a reasonable opportunity to apply. Said notice shall indicate the duties, qualifications, and salary range of the position.

Employees desiring to apply for such position shall submit applications in writing to the Superintendent within the time limits specified in the notice. Applicants not selected shall be given written notice thereof.

ARTICLE XIII

SALARIES

1986-1987 - 1987-1988 - 1988-1989

- A. Secretarial salaries for the years 1986-1987, 1987-1988 and 1988-1989 shall be as follows:

	<u>SALARY</u>		
	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>
Lucy Stellwag	\$17,062	\$18,081	\$19,177
Susan Stevens	\$17,062	\$18,081	\$19,177
Catherine Geehan	\$17,062	\$18,081	\$19,177
Kathleen Regn	\$16,061	\$17,370	\$18,806
Betty Jane Feather	\$16,912	\$18,081	\$19,177
Marie Palma	\$14,587	\$15,656	\$16,851
Joanne Ferrell	\$10,869	\$11,938	\$13,133

- B. The beginning salary for the secretarial employees for the school year 1986-87 shall be \$9,600, for the year 1987-88 it will be \$9,800 and for the year 1988-89 it will be \$10,000.

- C. Longevity

In addition to the salary set forth above, each secretary with fifteen (15) or more years employment in the district shall receive for the contract years 1986-87, 1987-88 and 1988-89 a longevity increment as follows:

15 - 19 years in the district \$500.00

20 or more years in the district \$650.00

Maximum longevity increment shall be..... \$650.00

<u>Longevity Pay</u>	<u>1986-87</u>	<u>1987-88</u>	<u>1988-89</u>
Lucy Stellwag	\$650.00	\$650.00	\$650.00
Susan Stevens	\$650.00	\$650.00	\$650.00
Catherine Geehan	\$500.00	\$500.00	\$500.00
Kathleen Regn	-----	\$500.00	\$500.00
Betty Jane Feather	-----	\$500.00	\$500.00

D. Work Skill Improvement

The covered employee attending an accredited school, enrolled in a course or courses, shall be reimbursed by the Board according to the following criteria:

1. The courses to be taken should be to improve the covered employee's ability to perform in her duties and be related to her field of employment and be approved by the Superintendent of Schools.
2. A preliminary request for reimbursement must be submitted in writing to the Superintendent three (3) weeks prior to enrollment in the course or courses.
3. The Board agrees to pay a sum of \$150.00 per year to covered employees engaged in approved study during the school year or summer providing they are currently employed by the District. Subject to the following conditions:
 - a. The cost of tuition, registration and fees paid to the school shall be reimbursed at the exact cost but not exceeding the \$150.00 limit. Any cost beyond the established limit will not be reimbursed.
 - b. Reimbursement shall be based upon the furnishing of satisfactory proof of payment to the school and the submission of an official statement of satisfactory completion of the course.

E. Attend Workshops

Employees shall be permitted to attend job related workshops during regular working hours, if scheduled at that time, with no deduction in pay. Written notification for attending a workshop shall be made at least three (3) days prior to the workshop. The professional leave form used by the teachers shall be utilized for this purpose.

ARTICLE XIV

MISCELLANEOUS PROVISIONS

A. Any individual contract between the Board and an individual employee heretofore or thereafter executed, shall be subject to and consistent with the terms and conditions of this Agreement. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.

B. All employees in this unit shall be designated as secretaries and shall perform their duties.

C. Whenever any notices required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, the parties shall do so by telegram or letter to the following addresses:

Mount Holly Township Board of Education
Levis Drive
Mount Holly, New Jersey 08060

Mrs. Betty Jane Feather
R. D. #2, Hartford Road
Mount Laurel, New Jersey 08054

D. Copies of this Agreement shall be provided by the Board of Education at its expense 30 days after the Agreement is fully executed and ratified by both parties.

ARTICLE XV

DURATION

This Agreement shall be effective as of July 1, 1986 and shall continue in full force and effect until June 30, 1989 subject to the Association's right to negotiate over a successor Agreement as provided by Statute. This Agreement shall not be extended orally and it is understood that it shall expire on the date indicated.

In witness whereof, the Board and the Association have cause this Agreement to be signed by their respective Secretaries, and their corporate seals placed hereon.

MOUNT HOLLY TOWNSHIP SCHOOLS
SECRETARIAL/CLERICAL ASSOCIATION

MOUNT HOLLY TOWNSHIP BOARD
OF EDUCATION



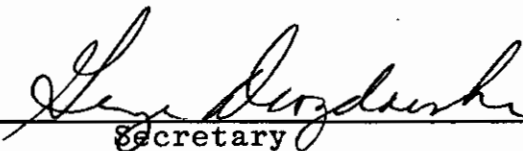
President



President



Secretary



Secretary

Date: 6-18-86

Date: 6-18-86